

GENERAL REGULATIONS

The University of Stellenbosch Business School's Small Business Academy Development Programme (hereafter referred to as "the SBA") is governed by the regulations set by the USB Small Business Academy's Steering Committee (hereafter referred to as "the SBA Steering Committee"). Candidates, who apply to join the SBA Programme, are referred to as Applicants.

In order to enter the SBA Development Programme offered by the USB Small Business Academy (referred to as "the SBA Programme"), Applicants must agree to the regulations stipulated herewith.

A "Participant" is a full-time small-business owner who has been admitted (selected) by the SBA Selection Committee to the SBA Programme. Participants on the Programme are subsidised by USB and Sponsors from the corporate sector (referred to as "the Sponsors").

Being a Participant on the SBA does not guarantee a loan or any other further support, financial or otherwise, from the University of Stellenbosch Business School (USB) or the SBA Sponsors, nor does participation in the Programme guarantee business success after the Participant has completed the SBA Programme and left the SBA.

The Academic Subcommittee of the SBA Steering Committee has the right to ask Participants who do not progress sufficiently to leave the SBA and the SBA Programme, under which circumstances no certificate will be issued.

SBA PROGRAMME ELEMENTS

The SBA Programme consists of the following components:

- Mentorship
- Training
- Workshops
- Engaged learning
- Business plan

IMPORTANT DATES

- **Deadline for entries: Friday, 3 February 2017 at 12:00**
- **Programme dates:** The SBA Programme will commence 14 March 2017 and will run until 27 November 2017.

APPLICATION FOR THE USB SBA PROGRAMME

- Each individual who applies to enter the SBA Programme is referred to as an Applicant.
- For the 2017 intake, the SBA Programme is open to individual small-business owners who currently reside and operate their business in and from the townships and low income areas of the Metro South East region of the City of Cape Town, Western Cape.
- Townships, according to the National Treasury, are "understood to refer to the underdeveloped, usually (but not only) urban, residential areas that during Apartheid were reserved for non-whites".
- Low-income areas refer to an average household income of R3 500 or less per month.
- Metro South East region includes Cape Flats (Langa, Nyanga, Gugulethu, Crossroads, Athlone, Hanover Park), Mitchells Plain (including Philippi and Strandfontein) and greater Khayelitsha (including Mfuleni, Blue Downs, Blackheath and Eersterivier).
- If an applicant is from outside these areas, they must be willing to attend class on the USB campus in Bellville as well as other training in Khayelitsha and Mitchells Plain at own cost.
- An Applicant must be the full-time owner of a business that has been operating at full-time capacity for a minimum of 24 months prior to application and may not be employed by another company elsewhere. Any applicants that cannot supply proof of full-

time operation of their business will be disqualified. The business must employ no more than 15 people and must have a maximum annual turnover of R1.5 million.

- Applicants must be 25 years or older as on the date of submitting the application.
- Applicants must supply a copy of their green South African identification document with picture and name.
- Applicants must be in possession of a Grade 12 school-leaving certificate (matric qualification). A copy of the certificate must accompany the application. This is looked at on a case-by-case basis if applicants have not completed Matric/Grade 12 but have recognisable recognition of prior learning (RPL).
- Applicants must be able to use a computer and be in possession of a valid e-mail address that is easily accessible.
- Selection tests and an interview form part of the selection process.
- Applicants may not have participated in similar developmental programmes as offered by the Academy over the past three years. Participants may not participate in any similar programme during the entire length of the course in 2017 if they are selected onto the programme. Participants may not be registered to study part-time at another institution during the entire duration of the USB SBA Development Programme 2017.
- Applicants must be proficient in English.
- Participants must be able to travel to the Academy at the specified schedule of training, accommodation is not provided.
- Participants must present a business plan on the company that they used on their registration form.
- If an Applicant does not comply with these Regulations, he or she will be disqualified.

SELECTION

- Each Applicant who is selected to join the SBA Programme is called a Participant.
- An Applicant becomes a Participant after undergoing a selection process as conducted by the USB SBA Western Cape 2017 Selection Committee.
- The decision of the Selection Committee on the selection of final Participants is final and no correspondence will be entered into.
- The Selection Committee will select a maximum of 40 participants for 2017.
- The Selection Committee will make sure that a variety of industries are represented in the SBA Programme.
- The Selection Committee will evaluate Applications if and when the following conditions are met:
 - o Receipt of a completed Application Form including copies of academic certificates and identification as well as the four essays specified in the application form
 - o Proof of payment of the non-refundable application fee (R60)
 - o Completion of an interview with the Selection Committee
 - o Completion of psychometric and computer skills tests.

ENTERING THE SBA PROGRAMME

By entering the SBA Programme, the Participant agrees to release, discharge, indemnify and hold harmless the USB and its Sponsors from any and all liability, claims, judgments, losses, injuries, demands, damages, actions and/or causes of actions, whether direct or indirect, which may be due to or arise from participation in the SBA Programme or any portion thereof. All applicable state and local laws and regulations apply.

By applying to join the SBA Programme, Participants agree to these Regulations and to the decisions of the USB SBA Committees, whose decisions are final and binding in all respects. If a Participant refuses to accept these Regulations, the Participant loses his/her eligibility to

participate in the SBA Programme. To the maximum extent permitted by applicable law, the SBA Steering Committee reserves the right at its sole discretion to amend, withdraw or revise these Regulations and the Programme or its format at any time without notice. The SBA Steering Committee also reserves the right, after consultation with Sponsors, to cancel the programme at any time.

All applications will remain the property of the SBA.

The Applicant understands and agrees that he/she is solely and fully responsible for any and all aspects of the Application and content submitted.

All Participants, once admitted, must sign an agreement that they will comply with the regulations of the USB Small Business Academy Development Programme.

COSTS

Programme fees

The SBA Programme is highly subsidised by USB and its participating Sponsors. Yet, Participants are expected to pay a commitment fee (programme fee) to indicate their seriousness towards the programme.

The costs of participation in the USB SBA Programme for 2016 are as follows:

- **R60 application fee:** The application fee must be paid at the time of application. This fee is required to process the application, and it is non-refundable.
- **R900 registration fee:** The registration fee must be paid when the SBA notifies the Applicant that he/she is selected for the SBA Programme. This payment is due before the selected Participant is offered a place on the Programme.
- **R1 500 in 3 payments of R500 each:** These payments are due before each training module (April, June and August 2017).

The total fee to participate in the SBA Programme for 2017 is R2 460 (R60 + R900 + R1 500). Participants will only graduate and certificates will only be issued once all payments have been made.

HOW TO APPLY

Application forms for the SBA Programme are available on USB's website at www.usb.ac.za/sba. Application forms are also available at certain venues in Khayelitsha and Mitchells Plain.

Application pack

To apply, Applicants must submit the following by Friday, 3 February 2017:

1. A completed and signed application form including essays
2. Proof of payment of the non-refundable application fee of R60 (sixty rand)
3. A copy of your South African ID
4. A copy of your academic certificates (e.g. Matric/Grade 12).

Submitting the application pack

Applicants may submit their applications by post, delivery by hand or e-mail:

- **By post:** The application form with proof of payment can be posted in a sealed envelope addressed to: USB Small Business Academy, PO Box 610, Bellville, 7535.
- **By e-mail:** Scan the application form and proof of payment, and send to USBSBA@usb.ac.za.
- **Delivery by hand to drop-off points:** The application form with

proof of payment can also be dropped off at the following venues:

- **USB SBA Office:** 4th Floor, Main Building, Bellville Park Campus, Carl Cronjé Drive, Bellville between 08:30 and 16:30 Monday to Friday
- **Khayelitsha:**
 - Silulo Ulutho Technologies Academy, Litha Park, Khayelitsha
 - Department of Coffee, opposite the Khayelitsha Station
- **Mitchells Plain:** Little Mermaid Swim School, 13 Manta Way, Strandfontein

Call Benji Matshoba on 021 918 4379 for any queries.

PARTICIPATION AND CERTIFICATION

Participants on the SBA Programme must comply with all the components of the SBA Programme in order to be issued with a certificate from the University of Stellenbosch Business School.

Participants must complete and achieve a combined mark of 50% for the assessed elements of the Programme in order to pass the full SBA Programme.

Participants must complete all of the following elements of the Programme before they can graduate with the USB Small Business Academy Development Programme (NQF 5), and receive a certificate for this qualification from the University of Stellenbosch Business School:

Mentoring

- Attend the mentor/mentee matching and training event at the beginning of the programme.
- Participate in a minimum of 12 hours of face-to-face mentoring between March and October 2017 with a matched mentor as contracted during the mentoring event.

Training

- Attend all classes (between 90 and 120 hours of training) as set out in the curriculum, designed by the USB SBA Academic Committee. Failure to attend class for more than two days without prior notification or a doctor's certificate will result in expulsion from the programme. Notification must be given in writing to the course administrator 24 hours prior to non-attendance. A maximum of four days away from the entire programme will require the participant to leave the programme.
- Complete all assignments and submit these for evaluation as per the pre-assigned date. Failure to submit the required number of assignments and to receive a minimum mark of 40% for each assignment constitutes a failure to complete the programme.

Workshops

- Participate in a minimum of two training workshops and/or seminars. Failure to attend two workshops will result in expulsion from the programme.

Student engagement and business plan

- It is expected of Participants to engage with USB students (as per agreement between the parties).
- Each Participant will complete a business plan on the expansion of the Participant's business as stated on the application form. This business plan will be assessed (marked) and presented to a panel consisting of academics, representatives from government and business people. Failure to submit and present the business plan at the end of the course will result in expulsion from the programme.

ENQUIRIES

Contact the SBA Office on 021 918 4379 or send an e-mail to USBSBA@usb.ac.za. Alternatively, find more information on USB's Small Business Academy at www.usb.ac.za/SBA.